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Article I – Purpose and Authorization

The objectives and purposes of the Social Services Commission of the City of Stamford are set forth in City of Stamford Municipal Code and Code of Ordinances of the City Charter (see Appendices of this document for links).

Per the above referenced Code of Ordinances, the Social Service Commission of the City of Stamford acts as an oversight committee in areas pertaining to the social welfare concerns facing the residents of Stamford, including, but not limited to:

- (1) Promoting policies and strategies which provide residents of Stamford with guidance and information with regard to programs which address shelter, sustenance and health needs.
- (2) Promoting coordination between those city departments concerned with social welfare, including the Board of Education, and the many nonprofit organizations also working in that area.
- (3) Exercising such other rights and discharging such other responsibilities as shall be necessary and proper for the purpose of this Commission.

Additionally, the Commissioners shall endeavor:

- 1. To present and discuss policies and programs affecting social welfare concerns facing the residents of Stamford.
- 2. To support and promote programs of the Social Services Department.
- 3. To consult and collaborate with non-profit organizations in the City of Stamford to create programs which meet social service needs in the community.
- 4. To encourage citizen participation.

Article II – Name

The Commission shall be known as the Social Services Commission of the City of Stamford

Article III – Office of the Commission

The office of the Social Services Commission shall be at the Government Center, 888 Washington Boulevard. This location is where all Commission records will be kept by the Social Services Commission Coordinator and recorded in the Office of the Town Clerk as necessary by the Social Services Commission Coordinator.

Article IV – Commissioners

Section 1

There shall be five (5) persons appointed by the Mayor to serve as Commissioners for three (3) year terms in accordance with the procedures set out in Section C6-001 et seq. of the Stamford Charter. The Social Services Commission shall not have more than three (3) Commissioners of the same political party.

Section 2

Commissioners serve without compensation. Commissioners have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City.

Section 3

Commissioners shall comply with all City Ordinances, Rules and Policies applicable to the Social Services Commission including but not limited to the City’s Ethics Code and Freedom of Information Act rules. (See appendices for links)

Commented [PEM1]: Changed from link to links.

Article V – Election of Officers

Section 1

The officers of the Social Services Commission shall be the Chairperson and a Secretary.

Section 2

The Chairperson shall be nominated from among the appointed Commissioners at the Social Services Commission’s first meeting of a calendar year. The Chairperson shall be elected by a quorum of Commissioners. The Chairperson shall serve a term of 2 years.

Commented [PEM2]: Fixed spacing.

Commented [PEM3]: Added period.

Section 3

The Secretary shall be nominated from among the appointed Commissioners at the Commission’s first meeting of a calendar year. The Secretary shall be elected by a quorum of Commissioners. The Secretary shall serve a term of 2 years.

Commented [PEM4]: Same question as in Sec. 2

Commented [PEM5]: Fixed spacing and punctuation.

Section 4

Should the Chairperson and/or Secretary vacate their elected role(s) prior to the end of their term(s), a special election shall be held at the next regularly scheduled meeting of the Social Services Commission to fill the remainder of their term.

Commented [PEM6]: Added "prior to the end of their term(s)"

Article VI – The Duties of Officers and Members

Section 1

The Chairperson shall preside at all meetings and hearings of the Social Services Commission and shall have the duties normally conferred upon the chairperson by parliamentary usage.

Commented [PEM7]: Changed to lower case "h"

Section 2

The Secretary will prepare the minutes of all meetings and submit them to the Social Services Commission Coordinator for maintenance, publishing, and filing to ensure compliance with the process and procedures of City government. All minutes shall be available in draft form to the public and the Commission members within seven (7) days after the meeting in accordance with the Freedom of Information Act (FOIA).

Section 3

In the absence of the Chairperson, the Chairperson shall appoint a Chairperson Pro Tem prior to the meeting. If the Chairperson is unable to appoint a Chairperson Pro Tem, the Secretary shall chair the meeting.

Section 4

If both the Chairperson and Secretary are absent from a properly called meeting and a quorum of members exist, the members may elect a Chairperson Pro Tem to serve for that meeting.

Section 5

The Chairperson or designee(s) shall represent the Social Services Commission on other City or community committees as necessary. The Chairperson or designated member(s) shall solicit the viewpoints of the Social Services Commission members and shall report back to the Commission on such relevant activities and discussions that may take place on these Committees. Social Services Commission attendees on other City or community committees may not number more than two (2) so as to remain in compliance with FOIA guidelines.

Article VII – Staff

The Social Services Coordinator shall be appointed by the Director of Public Safety, Health & Welfare and shall perform the duties stated in Chapter 6, Article II of the Code of Ordinances.

Article VIII - Meetings

Section 1

Regular meetings will be held on dates and at times agreed upon by the Commissioners. The Social Services Coordinator shall inform the public of all regular meetings with filings and postings in accordance with the process and procedures of City government.

The Chairperson and Secretary shall submit a meeting agenda and draft minutes of the previous meeting(s) to the Social Services Coordinator at least 72 hours prior to the monthly meeting. The Social Services Coordinator shall then provide a monthly information packet to Commission members at least 24 hours before the monthly meeting. This monthly information packet shall contain an agenda, draft minutes of the previous meeting(s), and any ancillary documents for

matters to come before the Commission meeting, if available and provided, to foster a more informed discussion and review by the Commission Members.

Section 2

Three (3) Commissioners shall constitute a quorum at a Social Services Commission meeting.

Section 3

All Social Services Commission meetings shall be open to the public when in session unless, by a two-thirds vote of members present and voting, the Commission decides to initiate an Executive Session in accordance with the Freedom of Information Act (FOIA).

Section 4

The Chairperson, any two (2) Commissioners, or the Mayor may call a special meeting of the Social Services Commission provided each member is given twenty-four (24) hours' notice.

Section 5

Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

Section 6

Members are prohibited from participating in Regular, Special or Executive meeting discussions where a conflict of interest is deemed present.

Section 7

Unless otherwise determined by the Chairperson, the order of business at regular meetings shall be:

- a) Call to order
- b) Introduction of Commissioners
- c) Approval of minutes of previous meeting(s)
- d) Open for Public Comment

- e) Report from Director of Social Services
- f) Old business
- g) New business
- h) Adjournment

Article IX – Fair Rent Hearings

Section 1

The Commission shall hold Fair Rent Hearings, in addition to required meetings, when such hearings are deemed necessary pursuant to §§ C6-190-1 and C6-190-2 of the City of Stamford Charter. The Commission shall have all the powers conferred by Sections 7-148b to 7-148f, inclusive, of the Connecticut General Statutes, as amended, and shall carry out the provisions of Section 47a-20 and Subsection (b) of Section 47a-23c of the Connecticut General Statutes concerning retaliatory action by landlords.

Section 2

Three (3) Commissioners shall constitute a quorum which shall be sufficient to hear and decide a case.

Section 3

The decision of the Social Services Commission shall be presented to the Landlord and Tenant by the Social Services Coordinator.

Article X – Complaints, Hearings, and Appeals Concerning Human Rights Discriminatory Practices

Section 1

Any complaint concerning discriminatory practices brought to the Commission shall proceed according to the provisions of Chapter 6, Article II of the Code of Ordinances.

Section 2

By Laws draft 04a, revised 1/22/2023 By Laws draft 05, revised 4/13/2023

Discriminatory practices shall be defined according to Chapter 6, Article II of the Code of Ordinances.

Section 3

Three (3) Commissioners shall constitute a quorum which shall be sufficient to hear

Three (3)

Commissioners shall constitute a quorum which shall be sufficient to hear and decide a case.

Commented [PEM8]: Added "and" to make wording identical to Fair Rent quorum statement.

Article XI – Amendments to By-laws

These By-laws may be amended by a majority vote of the members of the Commission only after the

Appendices

Section 1 – Terms and Definitions

- *Regular Meeting:* Those meetings scheduled on a regular basis and filed in advance with the Town Clerk.
- *Special Meeting:* A meeting called at a time different from a regularly scheduled meeting for consideration of a particular topic(s). Only those items on the agenda which has been filed, may be discussed and/or acted upon.
- *Executive Session:* A meeting of the Commission that is closed to the public and conducted for those limited purposes authorized under the Freedom of information Act of the State of Connecticut.

Section 2 – Links

- **Charter of the City of Stamford – Social Services Commission**
[Subdivision L: Social Services Commission](#)
- **Code of Ordinances of the City of Stamford -- Social Services Commission**
[Chapter 6, Article II: Social Services Commission](#)

Commented [PEM9]: Cleaned up Links section and tried to add clickable links.

- **Charter of the City of Stamford – Code of Ethics**
[Chapter 19: Stamford Municipal Code of Ethics](#)
- **Connecticut General Statutes -- The Freedom of Information Act**
[Chapter 14: Freedom of Information Act](#)